

DESCRIPTION OF ITEMS

The items in the above table appear below in alphabetical order with a more detailed description. Please consult with the Planning Staff at 350-8331 if you have any questions.

Application: The single page application must be completely filled out with the requested information, and signed by applicant and property owner. If the property owner does not personally sign the application, he/she must submit a Letter of Authorization giving permission to the application to file the specific request. The "owner" is the current title holder of record.

Building Elevations: 24" x 36" conceptual renderings of all four sides of all building(s) proposed, showing the grade, major dimensions, exterior materials and architectural character.

Fee: Fee (cash or check payable to the City of Tempe) in accordance with the [Fee Schedule](#).

Final P.A.D.: A 24" x 36" blackline site plan showing all exterior and interior property lines with engineer certification, site data and appropriate approval blocks for recordation. Final P.A.D.s usually do not require public hearings, and usually do not require ownership map and labels.

Final Plan of Development: A 24" x 36" blackline site plan with property boundary certified by an engineer, site data and appropriate approval blocks for recordation. Final Plans usually do not require public hearings, and usually do not require vicinity ownership map and labels.

Final Subdivision/Condo Plat: A 24" x 36" blackline plan in engineered format, showing all property lines to be created. Refer to [Tempe Subdivision Ordinance 99.21](#) for details & contact [Engineering Department](#), Land Services Division at 350-8200.

Floor Plans: 24" x 36" schematic drawings of each unit to scale in a blackline format with all dimensions and room square footage shown. Floor plans are usually necessary only for multi-family and condo projects, or commercial use permits.

General and Final Plan of Development: A 24" x 36" blackline site plan in engineered format showing site data, all building footprints, landscaped areas and parking; typically used when applicant intends to build some or all of the new project in the near future. Please consult with staff.

General Plan of Development: Similar to a "Final Plan" in format, but more conceptual and preliminary in nature; intended for new projects that will not be built in the near future; must be followed by a "Final Plan" in order to obtain building permits. 24" x 36" size format required.

Grading and Drainage: A 24" x 36" preliminary Grading and Drainage plan indicating the location of retention areas, slope & depth, cross sections, flow patterns & top of curb at street frontage.

Description of Items (continued)

Landscape Plan (conceptual): A 24" x 36" blackline plan showing the trees, ground covers and vines by size, quantity, names and general location.

Letter of Explanation/Intent/Justification: A letter from the applicant that explains the project and its intent in a supportive narrative, with attachments if appropriate. If use permits and/or variances are required, an additional letter of justification for such requests must be included explaining the following:

For use permits, the justification **must** show that the proposed use will:

- a. not cause any significant vehicular or pedestrian traffic in adjacent areas, and
- b. not cause any nuisance (odor, dust, gas, noise, vibration, smoke, heat or glare, etc.) exceeding that of ambient conditions, and
- c. not contribute to the deterioration of the neighborhood or be in conflict with the goals, objectives and policies of the City, and
- d. be compatible with existing surrounding structures, and
- e. not result in any disruptive behavior which may create a nuisance to the surrounding area or general public.

For variances, the justification **must** show that:

- a. that there are special circumstances or conditions applying to the land, building or use referred to in the application; and
- b. that the authorizing of the variance is necessary for the preservation and enjoyment of substantial property rights; and
- c. that the authorizing of the application will not be materially detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood or to the public welfare in general, and

That the variance shall not:

- d. make any changes in the uses and densities permitted in any zoning classification or zoning district, and
- e. be for the purpose of rectifying a special circumstance which was self-imposed by the property owner or applicant; and
- f. allow relief from any item expressly prohibited by this Ordinance.

Plan Reduction: An 11" x 17" photocopy reduction on vellum is required for Site Plans, P.A.D.'s, Subdivision, Plans of Development, Landscape Plans, Grading and Drainage, Floor Plans, and Elevations submitted with the request. Reduction of Ownership Map is NOT required.

Plan Reduction - PMT: An 8.5" x 11" PMT or laser print with 6 point font is required for Site Plans, P.A.D.'s, Subdivision, Plans of Development, Landscape Plans, Grading and Drainage, Floor Plans, and Elevations submitted with the request. Reduction of Ownership Map is NOT required.

Description of Items (continued)

Preliminary P.A.D.: Similar to "Final P.A.D." in format. This is usually the format at Planning Commission, and is modified into "Final" version for City Council hearing, although a Preliminary P.A.D. may be recorded. 24" x 36" size format required.

Preliminary Subdivision Plat: Similar to "Final" subdivision but not recordable. This is usually the format at Planning Commission, and is modified into "Final" version for City Council hearing. Preliminary Plat approval is valid for only twelve (12) months from Council action. 24" x 36" size format required.

Site Plan: A 24" x 36" blackline plan with site data (see [Site Data Required](#) on page 5), showing the proposed configuration for buildings, parking, walkways and landscaped areas on the property. Site Plan approval is valid for only twelve (12) months from Council action.

Ownership List/Mailing Labels: Submit **typed or printed adhesive labels** containing names and mailing addresses of property owners within a radius of 300 feet of the boundaries; the names and mailing addresses of tenants within the boundaries of the parcel as indicated on and identified by the same number shown on the ownership map; and the name and mailing addresses of tenants within the boundary of the parcel. Correct Zip Codes must be shown for each address. For ownership list, submit a photocopy of the Mailing Labels sheet(s) for the file record.

Ownership Map: A map drawn to scale, at least 8.5" x 11", showing all parcels in the vicinity adjacent to and surrounding the property, within a radius of 300' from the property boundaries.

NOTE: The Applicant must submit a signed [Affidavit of Public Hearing Notification for Property Ownership List and Map](#) in addition to the Ownership Map.